



The Virgin Islands Housing Finance Authority
is seeking qualified applicants for the following position
ASSISTANT DIRECTOR OF FEDERAL PROGRAMS

Under the direction of the Chief Financial Officer and, with supervision and guidance from the Director of Federal Programs, the Assistant Director of Federal Programs serves as a team leader overseeing the day-to-day management of grant funds received by the VIHFA. The Assistant Director is also responsible for writing grant proposals, including public and private grants and for reporting for all existing and new grants. This is a Territorial position.

ESSENTIAL FUNCTIONS:

- ⇒ Research and review grant funding opportunities and communicates information to the Director of Federal Programs, CFO or Executive Director (ED) relative to grants applicable to the Authority.
- ⇒ Conducts a full range of activities required to develop, assemble, and submit grants and other funding requests, including letters, proposals, budgets, and presentations to foundations and other grant-making organizations, persuasively communicating the organization's mission and programs to potential funders.
- ⇒ Attend and participate in internal and external meetings, public hearings, and special events; serves on, or assists in the development of task forces, committees, etc. as appropriate, to achieve the Authority's goals.
- ⇒ Monitor all disaster relief-related Grants awarded to the Authority including maintaining information regarding expenditures, revenues, and obligations as required for compliance tracking and reporting.
- ⇒ Develop and implement compliance measures to ensure program goals are accomplished in conformance with Federal Grant guidelines.
- ⇒ Prioritize projects to keep multiple projects moving promptly, meet deadlines and manage supplemental material required for proposals.
- ⇒ Coordinate with the Accounting Division and other divisions as necessary for the management and oversight of the eligibility determination of expenses billed relative to cost reimbursable grants.
- ⇒ Functioning as a part of the Federal Programs (FP) Division's management team, support the FP Director in planning, organizing, and implementing the work of the Division including, but not limited to: interpretation and application of federal regulations, procedures, and guidelines (as they relate to the Emergency Solutions Grant (ESG and ESG-CV), Community Block Grant (CDBG and CDBG-CV), Home Investments Partnership Program (HOME), Housing Trust Fund (HTF), and Low Income Housing Tax Credits (LIHTC); program management and oversight, data tracking, compilation, review and analysis to improve grant program performance
- ⇒ Serve as team lead for the development of the Territory's Homeowner's Assistance Fund (HAF) Plan
- ⇒ Assist Federal Programs Director to prepare and coordinate the timely submission of HUD reports including but not limited to, the Five-Year Consolidated Plan, Annual Action Plan, and CAPER
- ⇒ Assist with the preparation of the other reports and written correspondence and documents for local public officials, HUD and other appropriate agencies, constituents (subrecipients) and the public
- ⇒ Help Federal Program Director set and accomplish divisional priorities and manage multiple projects.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- ⇒ **Education:** Bachelor's degree from an accredited college or university in Business Administration, Accounting, Finance, or related field required. Master's Degree preferred.
- ⇒ **Experience:** 2 – 5 years grant writing experience
- ⇒ **Knowledge, Skills & Abilities:** A working knowledge of regulations governing the CDBG Program; Previous grant writing and grant administration experience; Previously managerial and supervisory experience; Demonstrates leadership qualities including the ability to motivate staff; Demonstrates the ability to multi-task, work collaboratively in a team-oriented environment and problem solve; Computer literate to include Microsoft Word, Excel, PowerPoint and Outlook; Excellent oral and written communication skills and analytical abilities; Ability to be flexible and work under pressure; Ability to work harmoniously with other agency personnel; Ability to maintain confidentiality in all assignments; and a Valid Driver's License.

SALARY: **\$74,880 - \$89,440** per annum depending upon qualifications.

APPLICATION INSTRUCTIONS AND PROCEDURES:

Interested applicants must submit an application, cover letter, resume/vitae and three (3) current professional letters of recommendation. **During the Stay-at-Home period, application packages will only be accepted electronically at hr@vihfa.gov.** Signed original documents will be accepted at our Office at a later date. Employment applications can be downloaded from our website at www.vihfa.gov. **Deadline for submittal of application package is November 15, 2021;** however, this position will remain open until filled. Incomplete application packages will not be considered. Selected candidates will be contacted for interview.

The Virgin Islands Housing Finance Authority is an Equal Opportunity Employer